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**CONSTITUTION AND BYLAWS  
OF THE GODDARD DANCE CLUB**

**Originally Adopted August 13, 1997**

**Amended November 11, 2001**

**Constitution Amended December 2002, Article III, 1**

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**Goddard Space Flight Center  
National Aeronautics and Space Administration  
Greenbelt, Maryland**

## Article I- Charter

The Goddard Dance Club (GDC), Incorporated is located at the Greenbelt facility of the National Aeronautics and Space Administration Goddard Space Flight Center (NASA GSFC). This Club is recognized by and operates within the bylaws of the NASA Goddard Employees Welfare Association (GEWA), located at NASA GSFC, Greenbelt Road, Greenbelt, Maryland 20771.

## Article II – Purpose

The GDC shall promote the social, cultural and athletic benefits of social dancing among the members and friends of the Goddard community by providing opportunities to learn, practice, and enjoy social dance.

## Article III – Membership

1. Current and retired civil service employees and current contract employees of NASA GSFC Greenbelt, with their immediate families (household members) are eligible to be voting members of this organization. Voting eligibility of otherwise eligible current civil service and contract employees will be determined through listing in the Locator and Information Services Tracking System (LISTS) of GSFC. Voting eligibility of otherwise eligible retired civil service employees will be determined through listing in the Goddard Retirees Association Directory of GSFC..

2. Persons who do not qualify for membership under Section 1 of this Article are eligible to become guest members of the organization at the invitation of a registered member. Guest members enjoy limited membership in that they are prohibited from voting on official Club business and from holding elected office.

## Article IV – Administration

The GDC is administered by an Executive Council consisting of four elected Officers: a President, a Vice-President, a Secretary, and a Treasurer.

## Article V – Officer Eligibility

GDC Officers must be voting members of the GDC and must be either active or retired civil servants or on-site contractors at GSFC who are on the GSFC-LISTS directory.

## Article VI – Meetings

1. General meetings of the membership shall be called by the Club President and shall be held at least once annually for the purposes of conducting the election of officers.

2. Special meetings of the membership may be called at any time to address pertinent issues. Such meetings shall be called by the Club President, or the acting Club President at the written request of the Club President, or at least two members of the Executive Council, or at least 10 voting members of the organization.

3. All general and special meetings require at least two week notice by e-mail or newsletter.
4. In the event that the base is closed at the time of a general or special meeting, the meeting must be rescheduled as above.

#### Article VII –Amendments

1. Proposed amendments to the constitution or associated Club bylaws must be submitted in writing to the Executive Council and contain the signatures of at least 10 voting members or three of the four Club officers.
2. The Executive Council shall distribute proposed changes to the membership for review at least two weeks in advance of a scheduled vote.
3. Three-fourths or more of the ballots cast are required to amend the constitution.
4. One-half or more of the ballots cast are required to amend the club bylaws.
5. The ballots cast shall result from a good faith effort of the GDC Election Committee to collect them from: a general meeting, the postal service mail, and e-mail. The collection of ballots by postal service and e-mail may occur for at least a week but no more than two weeks prior to the general meeting.

## **BYLAWS**

### Article I - Members

1. The membership year shall run from January 1 through December 31 annually. To obtain membership, all candidates must pay the annual membership dues and complete the enrollment forms required by the Club.
2. When membership or participation in Club activities must be limited for any reason, priority for admittance shall be according to the order specified below:
  - a) Civil Service employees of GSFC- Greenbelt.
  - b) Contractors who work on the Center more than 20 hours per week or who have near-site assignments delineated by a method specified by GEWA, which is currently the LISTS directory.
  - c) Retired GSFC – Greenbelt Civil Service employees.
  - d) Immediate family members of any person who qualifies under a, b, or c above (household members).
  - e) Other contract, grant, or affiliated employees, performing services for GSFC- Greenbelt under a current valid contract (as verified by a GEWA – specified method), and their immediate families.
  - f) Guest members.
3. A voting member who ceases to qualify for such membership during the membership year shall become a guest member for the remainder of that year and shall forfeit any privileges or positions for which he or she no longer qualifies.
4. Members shall observe the norms of social etiquette and the rules and regulations of the Goddard Dance Club, GEWA, and the GSFC, as well as any other restrictions, including security-imposed escort requirements. Furthermore members, if asked, shall assist the Class Representative in preparing a dance floor for class and returning it to its original condition. Failure to comply with any of the above is punishable by the restriction of privilege (censure) or the revocation of membership.
5. The voting members of the Club may vote to censure or expel a current member at a duly constituted meeting of the Club. No member of the Club may be expelled or censured except by a vote of at least two thirds of the Voting Members at such a meeting. A written secret ballot is required.
6. Any member being considered for censure or expulsion at a Club meeting shall be notified in writing no less than two weeks in advance of the meeting and shall be given the opportunity to address the meeting before any vote is taken. The results of any related investigations, which may have been conducted shall be provided to the membership in advance of the meeting.
7. A member receiving a vote of censure shall be prohibited from serving in the Club in any formal or established position of authority for a period of twelve months.

8. A person receiving a vote of expulsion shall be required to surrender their membership card and any Club property with which he or she has been entrusted and shall be prohibited from obtaining Club membership for a period of twelve months.

## Article II – Officers

1. A member meeting the criteria specified in Article I paragraphs 2a, 2b, or 2c shall be eligible to hold office in the Goddard Dance Club provided that he or she is not under censure and will have possessed a voting membership for at least ten months at the time of election. At least one of the Club officers must be a current GSFC Civil Servant.

2. Elected officers shall serve for one year beginning on January 1 of the year following their election.

3. An office shall become vacant in the event that no eligible candidate is elected to the position or the person holding said office dies, submits a written resignation to the other officers, or becomes ineligible for office. A person satisfying the criteria specified in Section 1 of this Article may be appointed by consensus of the Executive Council to serve as a replacement for the remainder of the term.

## Article III – Responsibilities of Officers

1. The Club officers (Executive Council) shall collectively conduct the business and financial management of the Club, establish and dissolve supporting committees (excepting the Election Committee), appoint persons to leadership roles within the Club, commit and disburse Club funds, and enter into and terminate business agreements with personnel employed to support the operations of the Club. They shall hear and resolve grievances, which are brought before them by the membership, and may establish special committees to assist with all or part of related investigations. With the approval of the council, select responsibilities may be delegated to others as is necessary for the faithful discharge of duty.

2. The Club officers shall maintain a set of Club policies and procedures, and compile and distribute a regular publication to the membership annually, and publish a financial summary report annually. Major agreements and plans for changes that will significantly impact Club operations shall be reported to the membership via regular or special publication.

3. The President shall be the principal executive officer of the organization, the Chairman of the Executive Council, and the Club's representative to GEWA. In general, the President shall supervise all aspects of Club operations and perform or delegate all duties incident to the office as may be prescribed by the membership from time to time. The President shall preside at all meetings, excepting that portion of any membership meeting dedicated to the election of officers.

4. The Vice-President shall perform the duties of the President in the President's absence and coordinate special Club functions.

5. The Secretary shall record and maintain the minutes of meetings of the Executive Council and Club membership, maintain an accurate membership list, and arrange for the preparation,

printing, and distribution of publications and other materials as required by the Executive Council.

6. The Treasurer shall manage all Club funds and securities, handle and maintain records of all of the Club's monetary transactions, disburse funds as directed by the Executive Council, and prepare the annual financial summary.

7. The Executive Council shall meet at least every two months at a time and place decided by the Council. Three of the four officers shall constitute a quorum to do business.

#### Article IV – Election of Officers

1. The election of officers shall take place between November 1 and December 15 annually at a duly constituted meeting of the membership.

2. Election votes shall result from a good faith effort of the GDC Election Committee to collect them from: a general meeting or meetings, postal service mail and e-mail. The winning candidate for each office shall be the eligible candidate who receives the most votes among the ballots cast for the office. In the event there is a tie vote for a given office, a run-off election shall be held to determine a winner. This election may be conducted by mail ballot.

#### Article V – Election Committee

1. The Election Committee shall consist of the Class Representatives, who shall be appointed by the Executive Council.

2. A member meeting the criteria specified in Article I paragraphs 2a-2f shall be eligible to serve on the Election Committee provided that person is not under censure and will have possessed membership for at least ten months at the time of election. At least one member of the committee must be a current GSFC Civil Servant.

3 Election Committee members shall serve for one year beginning on January 1 of the year following their election.

4. The Election Committee shall conduct and ensure the fairness of all elections. They shall nominate candidates for Club office, prepare election information for distribution to the membership, collect ballots, and tally the votes cast. No member nominated as a candidate for any position shall collect or tally votes.

5. The Election Committee Chair shall be selected by the members of the Committee and shall preside during any portion of a membership meeting dedicated to elections. Should the Chair be a candidate for any position, the Club President or appointed delegate shall preside. The Election Committee Chair shall be a badged employee on Goddard's LISTS directory.

6. The Election Committee shall have a vacancy in the event that there are fewer than three members on the Committee or a member of the Committee dies, submits a written resignation to the other Committee members, or becomes ineligible. Replacement members for the

Committee shall be chosen from among interested members by consensus among the remaining members of the Election Committee.

#### Article VI–Board of Trustees

1. The core membership of the Board of Trustees shall consist of the four elected officers, members of the Election Committee, and each of the Class Representatives and Alternates.
2. At any time during the year, the Executive Council can choose to increase the membership on the Board with current committee chairs, former officers, or others of their choosing. Any such temporary members of the Board are subject to reappointment each year by the newly elected Executive Council.
3. The Board shall meet at least once, preferably three to four times annually. The officers shall assume their normal responsibilities in the running of Board meetings.
4. The purpose of the Board is to advise the Executive Council on matters concerned with the operation of the Club.

#### Article VII – Meetings of the Membership

1. Notice of a general or special meeting of the membership shall be sent at least two weeks in advance of the meeting to all voting and guest members who are registered at that time. The announcement shall include the date, time, location, and agenda for the meeting, the text of any motions which have been prepared for the meeting, and, if called by petition, a copy of the petition by which the meeting was called.
2. Both voting and guest members shall be admitted to any Club meeting; none shall be excluded.
3. Motions passed by a majority vote or greater shall be binding upon the Club and the Executive Council except in cases in which a super-majority vote is required.
4. The Club shall consider all items on the meeting agenda before adjourning.

#### Article VIII – Procedures Not Covered

1. The Club shall follow Robert's Rules of Order for all of its formal procedures, including those, which are not specified in this Constitution and Bylaws. No provision of Robert's Rules may be used to override or supersede any provision set forth in the Constitution and Bylaws of the Club. At least one copy of Robert's Rules shall be made available at each Club meeting.

#### Article IX – Dissolution of the Organization

1. In the event the Goddard Dance Club is dissolved, all its assets will be conveyed to GEWA.